

2012 Annual Report of Standardized Procedures (Reflecting practices/procedures beyond basic education in 2011)

It is now time to complete the 2012 Annual Report of Standardized Procedures as mandated by ABN Administrative Code Rule 610-X-6-.12(6). The 2012 format will allow the chief nurse and/or designee to edit, delete or make additions to the 2011 report, thus continuing to decrease the time involved for the 2012 report. Directions are below.

If your facility/agency belongs to a larger corporation, please check with your corporate nurse for direction. The corporate nurse may be completing the report for all facilities/agencies in the corporation.

Remember to include practices/procedures beyond basic education being performed by all nurses providing care in your facility/agency in accordance with the Alabama Board of Nursing Administrative Code Rule 610-X-6-.12(3) which states "Any registered nurse or licensed practical nurse providing patient care in a licensed hospital shall comply with the standardized procedure(s) of that licensed hospital."

Deadline for the 2012 Annual Report of Standardized Procedures reflecting practice in 2011 is **April 16, 2012.**

DIRECTIONS

STEP ONE:

Go to the Alabama Board of Nursing Website www.abn.alabama.gov

STEP TWO:

From the top menu select **Nursing Practice** and then select **Standardized Procedures.**

STEP THREE:

CLICK on the **2012 Standardized Procedures** link from the menu on the left hand side of the page.

STEP FOUR:

CLICK on **2012 Standardized Procedure Annual Report link.**

STEP FIVE: Demographic Information (Page 1 of Report)

- 1) CLICK the facility type that best describes your facility/agency
- 2) Using the drop down box, select the name of the COUNTY where your facility is physically located by CLICKING.
- 3) CLICK on the drop down box entitled "FACILITY" and the names of facilities in your county will be available for you to select the name of your facility by CLICKING on the facility's name.
- 4) After selecting the name of your facility, the ADPH Facility Number (This is for the use of the ABN) and the name of your facility/agency will be entered by the computer.

If the name of your facility/agency has changed, enter the "new" name.

- 5) Verify the address of your facility/agency. If the address is incorrect or incomplete, please make the appropriate corrections or additions.

If your facility is NOT a hospital, proceed to number 7 below.

- 6) If your facility is a hospital, CLICK in the button that corresponds to your facility's LICENSED bed capacity.
- 7) The computer will enter the date upon access of the form.
- 8) ENTER the name of the person preparing the report.
- 9) Review the name of the CHIEF NURSING OFFICER OR DIRECTOR OF NURSING for your facility. If this has changed, please enter the correct name.
- 10) Review the RN LICENSE NUMBER for the Chief Nursing Officer or Director of Nursing for your facility and enter or change, if applicable.
- 11) Review or enter the correct TELEPHONE NUMBER including the area code for the Chief Nursing Officer or person we can call with any questions.
- 12) Review or enter the correct EMAIL ADDRESS of the Chief Nursing Officer or person we can contact with any questions.
- 13) If your facility is a nursing home, enter the name of the Assistant Director of Nursing and applicable license number.

If your facility is NOT a nursing home, proceed to number 14 below.

- 14) For **corporations**, check the box(es) to indicate that this report contains the report of standardized practices/procedures for the facilities/agencies listed. For each agency/facility within the corporation enter the names of the Director of Nursing and applicable license number in the box that corresponds to that facility/agency. If applicable, also add the name of the Assistant Director of Nursing and applicable license number.

If additional facilities/agencies are included in this report and their names are not listed, enter their names in the **COMMENT** Box located at the end of the report.

If your facility/agency is NOT part of a corporation, proceed to number 15 below.

- 15) CLICK on the "Save This" button.
- 16) If you are ready to begin checking or entering procedures, CLICK on the "Procedures Page>>>>" button.

STEP SIX: Procedures Section (Page 2)

The practices/procedures that were submitted in 2011 for your facility should appear **(Do NOT send the policy/procedure to the ABN.)**

- 1) IF this is the first time your facility/agency is completing this report, proceed to Step Six, number 6.
- 2) Review the list of practices/procedures submitted in 2011. *To proceed to an additional page, if applicable, click on "2" at the bottom of the page. (Depending upon the number of practices/procedures submitted, you may also need to click "3," "4," etc. to view the additional pages.)*
- 3) If the practice/procedure listed is NOT performed at your facility any longer CLICK the "DELETE" button on the left of the row and follow the prompt to permanently delete that practice/procedure.
- 4) Click the "EDIT" button on the left of the row for each procedure listed and follow the prompts to edit the information and to answer the question regarding policies. If the practice/procedure listed has changed in some way or the supporting information such as nursing discipline performing practice/procedure, limitations, supervision has changed, change or add the appropriate information.

Reminder:

- a.) Performed By: What nurses in your facility can perform this practice/procedure?
 - b.) Limitations: Are the nurses limited by area in which they work, the number of years experience or certification such as ACLS or WCON certification?
 - c.) Supervised by: What **discipline/classification** supervises the nurses performing the practice/procedure? (Hint: Nurses are supervised by physicians, dentists or nurses)
 - d.) Policy in Place: Check to indicate that the facility/agency has a POLICY IN PLACE for the practice/procedure listed. (Do NOT send the policy to the ABN.)
- 5) When you have verified that the edited data is correct, CLICK the "UPDATE" button to the left of the line and proceed down the table.

*If you have completed editing for all procedures/practices in the table and indicated whether or not a policy is in place for all practices/procedures, and do not need to add additional practices/procedures to your report, proceed **Submission of Data to the ABN, STEP 7.***

To ADD PRACTICES/PROCEDURES: The "Add" feature is available on every page allowing you to add additional practices/procedures on any page.

- 6) For additional practices/procedures that were not added on the 2011 Report (or for a new report), go to the "ADD" link on the left-hand side of the line, enter the name of the practice/procedure beyond basic nursing education (one at a time) and click "ADD".
- 7) Proceed across the line and CLICK to indicate what nurses are allowed to perform the practice/procedure in your facility. (You may click multiple entries.)
- 8) ENTER any limitations or restrictions that apply to that particular practice/procedure in your facility. (Are the nurses limited by area in which they work, the number of years experience or certification such as ACLS certification?)
- 9) ENTER the classification/discipline of the person supervising nurses performing the practice/procedure. (Note: This should be a physician, registered nurse or dentist.)
- 10) CHECK "yes" or "no" to indicate if a policy is present in the facility/agency for the practice/procedure listed.
- 10) Continue by ENTERING all standardized practices/procedures for your facility (one at a time) that were not added in 2011.

STEP SEVEN: Submission of Data to the ABN

- 1) If you have completed data entry for the report and are ready for the report to be transmitted to the ABN,
 - a. CLICK the check box “I attest that the data contained in this report is true and accurate and the required elements of the standardized procedures listed are present in my facility/agency.”
 - b. CLICK the “SEND to ABN” button and the information will be sent to the ABN.
- 2) If you are NOT finished and need to come back later to finish the report **DO NOT** mark the “I attest that the data is true and accurate.....” Do NOT click the “SEND to ABN” checkbox. Once this “SEND” button is clicked, you will not be able to go back and make any changes to the report without calling the ABN to re-open your facility’s data.
- 3) To PRINT the report, click on the link provided. Be patient, it may take a few minutes to print. **NOTE: To print this report, your facility/agency must have Adobe Acrobat Reader 7.0 or higher.** You may obtain this version from www.adobe.com.
- 4) If you have comments to send to the ABN, enter them in the COMMENT box provided.
- 5) We are unable to send you a “return/receipt” notice. However, when you click the “Send to ABN” box, you should get a confirmation screen. If you wish to further verify submission to the ABN, go back to Steps One through Five to access your facility in the appropriate county. If you can **NO LONGER ACCESS** your facility’s name in your county, the report is on its way to the ABN.

For questions about the practices/procedures to enter in the report, contact Carolyn Morgan by email at carolyn.morgan@abn.state.al.us or by phone at 334/293-5200.

For technical assistance with completing the report and to re-open your report, contact Richard Boyette by email at Richard.Boyette@abn.alabama.gov or by phone at 334/293-5200.

DRAFT